

Suffield Meadows Board of Directors

Work Session

December 13, 2018

Board Members Present: President, John Dunkin; Vice President, Marvin Sheldon; Secretary, Vickie Hylton and Treasurer, Dave Pickersgill. Absent: Member at Large, Jim Phillips.

NRP, LLC Management Representative: Kristen Isaksen

Resident: Dan Parker

John opened the meeting at 10:01 a.m.

APPROVAL OF MINUTES

Dave motioned to accept the minutes of Work Session, November 8, 2018. Marvin seconded the motion. All were in favor. Motion passed.

REPORTS TO BOARD OF DIRECTORS

ADMINISTRATIVE REPORT ~

- **Suffield Calendar** ~ The calendar is online (see SM website – suffieldmeadows.org) and will be updated each month to include regular and special events as well as Clubhouse reservations.
- **Arbors Window repairs** ~ Titan Restoration completed the window repair at both Arbors buildings. Management requested Full Service to provide proposal for minor interior repairs.
- **Last Mow of the Season and Final Leaf removal** ~ Curb Appeal was onsite December 6/7 to provide final leaf removal and mow of the season.
- **TruGreen Fertilization** ~ December 12 and 13, TruGreen provided the last two treatments of the 2018 contract year. Notice provided to residents/owners.
- **Arbors New Door Handles** ~ Baldino's Locksmith was onsite November 26th to replace garage door handles as approved by the Board, November 8th, Work Session.

OLD BUSINESS:

- **Ratify 6689 Suffield Lane, tree removal** ~ the Board previously approved, via email, Curb Appeal to remove 1 tree located behind 6689 Suffield Lane (\$1750.00). Work completed November 19th. Dave motioned to ratify the removal. Marvin seconded the motion. All were in favor. Motion passed.

NEW BUSINESS:

- **ESS OSHA Safety Compliance Equipment, Stage #1** ~ ESS provided to Management and the Board, several issues to meet OSHA standards. Management requested ESS provide upgrades to be in stages.
 - Stage #1: Install eyewash station for lab at WWTP, Aluminum Sampling Hatches, Blower Panel Inner Safety Door, EQ Tank Floats Access, Hinges and Handles
 - Dave motioned to accept the ESS proposal (\$5280.00). Vickie seconded the motion. All were in favor. Motion passed.

- John inquired about a request from ESS to purchase Stainless Steel Bolts for the WWTP grate installation. Management will follow up.
- Dan Parker reported the gravel along the trail, behind 6651 and 6697 Suffield Lane is washed out. Management will follow up.
- Residents reported that due to active bear sightings, trash not be put out at curbs until Monday morning. Notice has been sent to the community.

FOR CONSIDERATION:

- Management forwarded to the Board a detailed message from Brad Pauley/Agent w/ORC, Real Estate Solutions for Infrastructure. The request was for the purchase of small parcel of land along Route 29, within the Suffield Meadows perimeter.
 - Dave stated this land is marked for use as SMCUOA secondary drain field. Discussion ensued.
 - Dave motioned to decline the proposed purchase. Marvin seconded the motion. All were in favor. Motion passed.

- The Work Session ended at 11:05 a.m.

All residents are welcomed to attend Work Session Meetings

Respectfully submitted,

_____/s//_____
Vickie Hylton, Secretary